1992

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ANNUAL INDEX

for the year 1992.

PERSONNEL AND ADMINISTRATIVE REFORMS (OPI) DEPARTMENT.

GOVERNMENT OF TAMIL NADU

PERSONNEL AND ADMINISTRATIVE REFORMS (OPI) DEPARTMENT

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Thirumathi P. Vasanthal, Copyist, Judicial Magistrate Court, Cobichettipalaym now working as Junior Assistant, Tamil Nadu Administrative Tribunal—Sanction of two increment for possession of Degree—Ordered. April 7, No. 127 (Ms.)

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Forwarding of application of Government employees to Overseas Manpower Corporation Ltd—for registration in Data Bank to secure employment abroad—Instructions issued—Papers recorded. April 8, No. 129 (Ms.)

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Tamil Nadu Dr. MGR. Medical University, Madras—Thiru T. Ratnapandian, Under Secretary to Government Public Works Department on deputation as Deputy Registrar under foreign service terms and conditions—Continuance beyond 22-5-92 AN—Sanctioned. June 3, No. 190 (Ms.)

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Annual Increment—Sanction of monetary benefits from the date of accrual of increments in respect of Government servants on leave—Order issued. December 18, No. 387 (Ms.)

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Fundamental Rule 9 (6) (b)—Authorised courses of Instruction of Training—Annexure I under Appendix I—Institutional Training for Sub-Registrars—Amendment to Fundamental Rules—Issued. June 29, No. 211 (Ms.)

Recovery of cost Leave Travel Concession under Fundamental Rules, 127 cost of Leave Travel Concession to be borne by persons/body for whose benefit Additional establishments is created—Orders issued. July 3, No. 219 (Ms.)

Rule 17 of Fundamental Rules—Amendment to Rulings—Issued. March 23, No. 92 (Ms.)

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Rule 110 (b)—Deputation of Officers in category 2 and 3 of Tamil Nadu Industries Service on foreign service—Delegation of powers to Industries Commissioner and Director of Industries and Commerce—Amendment to Fundamental Rules—Issued. February 26, No. 65 (Ms.)

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Subsidiary Definition (ii) under rule 9 in Part I, under Appendix II—Rule 49—Delegation under Rule 59—Sanction of additional, charges—Powers of Chief Engineer (Agricultural Engineering) Delegated—Amendment—Issued. October 27, No. 357 (Ms.)

Table under Fundamental Rule 66—Delegation of powers to Chief Inspector of Factories Amendment—Issued. July 16, No. 235 (Ms.)

Tamil Nadu Leave Rules—Under Annexure II—Rule 23 (a)—Grant of long leave to Government Servants—Amendment—Issued. May 11, No. 159 (Ms.)

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Furniture—Office of Senior Standing Council, Tamil Nadu Administrative Tribunal—Furniture sanctioned to Law Officers and staff—Purchase of items at revised prices—Revised expenditure—Sanctioned. February 26, No. 64 (Ms.)

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G.P.F—A/c. No. 4505/GA/P—Thiru M. Narendran, retired Joint Secretary to Government and Secretary State Vigilance Commission—Payment of interest for Pay Commission arrears form 1-8-89 to 31.3.91—Ordered. May 25, No. 175 (Ms.)

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அரசு அலுவலர் பயிற்சி நிலையம்

அரசு அலுவலர் பயிற்சி நிலையம், பவானி சாகர்—பயிற்சி நிலையத்திலுள்ள பழைய ஆங்கில தட்டச்சு இயந்திரத்திற்குப் பதிலாக புதிய பாலிஸி ஆங்கில தட்டச்சு இயந்திரம் வழங்க—ஆணை வெளியிடப்படுகிறது. மார்ச் 19, எண் 96 (நிலை)

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Guidelines for Selection of contractor for projects executed on Turnkey basis issued. March 30, No. 114 (Ms.)

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1990-91—Inspection of Office of the Director of Horticulture and Plantation Crops Dharmapuri by Thiru V.T. Thurairaj, I.A.S—General remarks—Communicated—Papers recorded. March 2, No. 74 (Ms.)

District/Regional offices to be inspected by District Inspection Cells—Programme for 1992-93—Issued. March 5, No. 78 (Ms.)

Industries Department Secretariat—Final Inspection by Thiru A.S. Padmanabhan, IAS. Director, Anna Institute of Management on 3.6..92 and 4.6.92—General remarks—Communicated—Papers recorded. July 23, No. 243 (Ms.)

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Office of the Director of Medical Endowments, Madras—5—Final Inspection by Thiru P. Shankar, IAS Chairman and Managing Director Tamil Nadu Corporation of Industrial Infrastructure Development, Madras on 3-6-92 and 16-6-92—General remarks communicated—Papers recorded. July 23, No. 244 (Ms.)

Office Inspection—1991-92—Office of the Inspector General of Registration—Final inspection by Gangadhar Jas,—Chairman—Tamil Nadu Slum Clearance Board, Madras—General remarks communicated—Papers recorded. May 8, No. 157 (Ms.)

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Tamil Nadu Administrative Tribunal Post of Additional Standing Counsel—Revival—Issued. December 22, No. 405 (Ms.)

Tamil Nadu Administrative Tribunal, Madras—Tmt. Malarvizhi Udayakumar—Appointment as Additional Standing Counsel—Orders issued. November 3, No. 359 (Ms.)

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Housing Building Advance—Grant of loans by Housing Development Finance Corporation to Thiru G. Balasubramanian. Assitant Section Officer, for construction of house—Papers recorded. January 6, No. 7 (Ms.)

Advance for purchase of new scooter sanctioned to Thiru V. Chandrasekaran, Selection Grade. Assistant Section Officer, Personnel and Administrative Reforms Department—Non purchase of vehicle—Condoned. July 30, No. 251 (Ms.)

CSTI, Bhavanisagar—Cycle Advance to Tmt. S. Mallika, Assistant and Thiru M. Soosaian, Officer Assistant CSTI,—Bhavanisagar—Sanctioned. March 26, No. 105 (Ms.)

Housing Building Advance—Grant of loan by Housing Development Finance Corporation—Sanction of advance of Rs. 90,000/-to Tmt. R. Lakshmi, Selection Grade Personel Clerk for enlargement of house—Papers recorded. June 22, No. 207 (Ms.)

Housing Building Advance—Grant of loan by Housing Development Finance Corporation for State Government Employees—Sanction of advance of Rs. 1,40,000/-to Thiru R. Nagarajan. Assistant Section Officer, Personnel and Administrative Reforms Department Secretariat in construction of a house Papers recorded. November 25, No. 375 (Ms.)

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Housing Board Advance—Grant of loan under Housing Develypment Finance Corporation Ltd., for State Government employees—Sanction of combined advance of Rs. 2,50,000/to Thiru G. Manoharan, Section Officer, Personnel and Administrative Reforms Department for construction of a house—Papers Recorded. December 8, No. 387 (Ms.)

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Manpower Assessment in the Ministerial wing of the Chief Engineer (General) of Public Works Department—Report No. 182—Recorded. January 30, No. 38 (Ms.)

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Tamil Nadu Public Service Commission—Purchase of a new Maruthi Omni Van at a cost of Rs. 1.53 lakhs for the use of Members and sanction of a post of Driver to the vehicle from the date of employment—Orders issued. October 14, No. 343 (Ms.)

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Office of the Government Senior Standing Counsel, Tamil Nadu Administrative Tribunal—Space occupied by Office of Government Senior Standing Counsel Tamil Nadu Administrative Tribunal in the VII Floor, Tamil Nadu Text Book Society Building—Payment of rent—Orders issued. July 9, No. 225 (Ms.)

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OFFICE INSPECTION

District Inspection Cells in the districts—Inspection Cell Officers and Staff—Further Continuance from 29-2-92 to 30-9-93—Sanction—Orders issued. March 2, No. 70 (Ms.)

Inspection of the Offices of the Heads of Departments and Departments of Secretariat—Programme for 1990-91—Change of Inspecting Officer for the Inspection of the Environment and Forest Department—Secretariat, Madras—Orders issued. August 8, No. 11 (Ms.)

Inspection of the Office of the Heads of Department—Departments of Secretariat and the Guest Houses—Programme for 1992-93. March 19, No. 9? (Ms.)

Inspection of the Office of the Heads of Departments—Programme for 1992-93 Change of Inspecting Officer for the Inspection of the Tamil Nadu Ware Housing Corporation, Madras—Orders issued. June 30, No. 214 (Ms.)

Office of Commissioner, Prohibition and Excise, Madras-5—Final inspection by Thiru P. V. Venkatakrishnan, IAS., Chairman Southern Structurals, Madras on 22-1-92—General remarks communicated—Papers recorded. January 29, No. 36 (Ms.)

Personnel and Administrative Reforms Department—Final Inspection of Personnel and Administrative Reforms Department by Thiru F. J. Waz, IAS., Chairman, Tamil Nadu Handicrafts Development Corporation Limited—Follow up action—Papers recorded. April 20, No. 134 (Ms.)

OFFICE PROCEDURE

Amendment to Paragraph 4 of the Tamil Nadu Government Office Manual proposed by the Special Commissioner and Commissioner of Revenue Administration—Approved. August 6, No. 267 (D.)

Award of Indira Vikas Patras to eligible Section Officers, Assistant Section Officers, Assistants, Steno Typists and Typists in the Department of Secretariat/Superintendents, Assistants and Junior Assistants, Steno Typists and Typists in the Heads of Departments and in the offices of district Collectors who attended office without late either with permission or without permission during the year 1989-90 (1-7-89 to 30-6-90)—Orders issued. December 24, No. 412 (Ms.)

Change of working hours in Government offices from 9-45 a.m. to 5-45 p.m to 10.00 a.m. to 5.45 p.m.—Orders issued. March 11, No. 85 (Ms.)

Change of working hours in Government Offices from 9-45 a.m. to 5.45 p.m. to 10.00 a.m. to 5.45 p.m.—Consequential amendment to Tamil Nadu Government Office Manual (Formerly District Office Manual)—Issued. September 21, No. 323 (Ms.)

அலுவலக நடைமுறை

அலுவலகத்திற்கு ஆண்டு முழுவதும் ஒரு நாள் கூட தாமதம் இல்லாமல் வருபவர்களுக்கு பதக்கங்கள் வழங்குவது குறித்து மேலும் ஆணை வெளியிடப்படுகிறது. டிசம்பர் 24, எண். 411 (Ms.)

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Evening and Holiday Turn duties in Secretariat—Further instructions—Amendment to Secretariat Office Manual—Issued. December 29, No. 416 (Ms.)

Prompt issue of orders in files on return from circulation from Chief Minister/Ministers—Review by Personnel and Administrative Reforms Department—Dispensed with—Amendment to para 306 (ii) of the Standing Office Manual—Issued. June 29, No. 212 (Ms.)

Tamil Nadu Government Office Manual (formerly Districts Office Manual)—Maintenance of Personal Register—Revision of columns—Orders issued—Amendment—Approved. February 24, No. 60 (Ms.)

Tamil Nadu Government Office Manual (formerly DOM) Revision of columns in the Personal Register—Adoption of columns in Personal Register pertaining to Revenue Department in all offices of Government Department—Orders issued. December 28, No. 414 (Ms.)

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Study—Report No. 180, Study on the Directorate of Social Welfare—Papers recorded. January 22, No. 20 (Ms.)

Report No. 185—Report on Survey wing of the Directorate of Survey and Settlement—Implementation of recommendations—Papers recorded. February 14, No. 51 (Ms.)

Report No. 196—Report on study on man power assessment and office systems in Area Plans unit of Madras Metropolitan Development Authority—Report—Forwarded—Papers recorded. May 27, No. 180 (Ms.)

Work study in Tamil Nadu State Palmgur and Fibre Marketing Co-operative Federation Limited—Report No. 206—Papers recorded. June 15, No. 195 (Ms.)

Original Application No. 2535 to 2538/90 on the file of Tamil Nadu Administrative Tribunal Filed by the NMRs in the Office of the Senior Standing Councel, Tamil Nadu Administrative Tribunal—Papers recorded. February 20, No. 56 (Ms.)

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Pension and Death-cum-Retirement Gratuity—Thiru K. Pandurangan, Member Tamil Nadu Public Service Commission—Revision of pension—Sanctioned. February 6, No. 43 (Ms.)

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Tamil Nadu Public Service Commission—Payment of advance to Chief Invigilators and remuneration to Examiners—Sanction of additional amount for the Financial year 1991-92—Authorisation—Orders issued. February 6, No. 44 (Ms.)

Tamil Nadu Public Service Commission—Payment of Advance to Chief Invigilators and remuneration to Examiners—Sanction of additional amount for the Financial year 1992-93—Authorisation—Orders issued. December 15, No. 393 (Ms.)

PERSONAL DEPOSIT UNIT

Tamil Nadu Public Service Commission—Payment of advances to Chief Invigilators and remuneration to examiners—Sanction of Additional amount for the Financial year 1992-93—Authorisation—Orders issued. September 29, No. 331 (Ms.)

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Panchayat Development Department—Rural Welfare Officers Grade I and II who were in service as on 1-6-79 MGEQ—Exemption granted—Amendment to the Special Rules for the Tamil Nadu Ministerial Service—Issued. March 24, No. 102 (Ms.)

Personnel and Administrative Reforms Department—Thiru T. R. Srinivasan, Personal Clerk, request for alteration of date of birth—Orders issued. June 22, No. 206 (Ms.)

Personnel and Administrative Reforms Department—Thiru P. Jayaraman, Selection Grade Typist—Request for the alteration of date of birth—Orders issued. June 30, No. 213 (Ms.)

Surrender of Residential Office Assistants—Tamil Nadu Servant's Allowance Scheme 1960—Continuance for another one year beyond 31-3-92—Orders issued. March 31, No. 119 (Ms.)

Tamil Nadu Basic Service—Elementary School leaving Certificate—Public Examination Equivalent to VIII Std. for purpose of appointment in the Tamil Nadu Basic Service—Orders issued. March 5, No. 79 (Ms.)

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Tamil Nadu General Service—Section Officers under one unit scheme—Allotment and re-allotment from November 1991 to December 1991—Papers recorded.
January 9, No. 14 (Ms.)

Tamil Nadu General Service—Personal Secretary under one unit scheme—Supernumerary post created to promote Personal Assistants as Personal Secretaries—Posting of Personal Secretaries to Additional Secretaries—Orders issued.
January 9, No. 15 (Ms.)

Tamil Nadu General Service—Personal Secretaries under one unit Scheme—Allotment and re-allotment from January 1991 to December 1991—Papers recorded.
January 24, No. 27 (Ms.)

Tamil Nadu General Service—Section Officers under one unit scheme—Allotment and re-allotment from January 1992 to March 1992—Papers recorded.
April 9, No. 132 (Ms.)

Tamil Nadu General Service—Section Officers under one unit scheme—Temporary list of Assistant Section Officers—Fit of appointment as Section Officers as on 1-6-1992—Orders issued.
June 1, No. 188 (Ms.)

Tamil Nadu General Service—Thiru P. A. Sengottian, Section Officer, Public Works Department—Revision of seniority in the category of Assistant Section Officer/Section Officer based on judgement of Tamil Nadu State Administrative Tribunal Orders issued.
June 30, No. 216 (Ms.)

Tamil Nadu General Sub-ordinate Service—Special Rules for Class XXII of Tamil Nadu General Subordinate Service—Co-operation Department—Appointing authority—Amendment issued.
July 29, No. 249 (Ms.)

Tamil Nadu General Sub-ordinate Service—Special Rules for Class XXII—Appointing authority for the post of Record Clerk—Delegation of power regarding transfer of Stamping Smith—Amendments to rules—Orders issued.
September 14, No. 317 (Ms.)

Tamil Nadu Ministerial Service—Directorate of Backward Classes—Assistant in the Kallar Reclamation section of Madurai Collectorate—Bringing under the control of Director of Backward Classes—Amendment to the Special Rules for the Tamil Nadu Ministerial Service—Orders issued.
July 13, No. 231 (Ms.)

Tamil Nadu Ministerial Service—Panchayat Development Department—Junior Assistants, Rural Welfare Officers Grade II and Typists including Steno Typists Promotion as Assistants—Provision of 4:1 ratio Dispensed with—Amendment issued.
July 17, No. 237 (Ms.)

Tamil Nadu Ministerial Service—Department of Ex-Servicemen's Welfare—Transfer and posting—Delegation of powers to Joint Director of Ex-Servicemen's Welfare—Amendment to the Special Rules for the Tamil Nadu Ministerial Service—Issued.
July 24, No. 246 (Ms.)

Tamil Nadu Ministerial Service—Tamil Nadu Steno-typist Service/Tamil Nadu Judicial Ministerial Service—Splitting the category of Typists/Steno-typists into two categories as Typist and Steno-typist—Orders issued.
August 1, No. 256 (Ms.)

Tamil Nadu Ministerial Service—Revenue Department—Collectorates and sub-ordinates offices—Appointing authorities in respect of certain posts—Amendment to the Special Rules for the Tamil Nadu Ministerial Service—Issued.
September 17, No. 320 (Ms.)

Tamil Nadu Ministerial Service—Revenue Department—Post of Telex Operators—Amendment to the Special Rules for the Tamil Nadu Ministerial Service—Orders issued.
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Tamil Nadu Steno-typists Service—Temporary panel of Assistant Section Officers as on 1-8-91.
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Tamil Nadu Steno-typist Service—Personal Assistants under one unit scheme—Temporary panel of Personal Clerks fit for appointment as Personal Assistants as on 1-8-91—Orders issued. July 10, No. 226 (Ms.)

Tamil Nadu Steno-typist Service—Recruitment by transfer from holders of posts of Assistants and Junior Assistant in Tamil Nadu Ministerial Service and Tamil Nadu Judicial Miniterials Service—Fixation of pay and availing of joining time—Orders issued. July 17, No. 236 (Ms.)

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Tamil Nadu Steno-typist Service—Thiru R. Pattabiraman, appointed as typist by recruitment by transfer from Last Grade Government Service—Inter-se—Seniority fixed—Papers recorded. July 28, No. 248 (Ms.)

Tamil Nadu Steno-typist Service—Typists/Personal Clerks—Advancement to Selection Grade and Special Grade Posts—Orders issued. August 14, No. 281 (Ms.)

Tamil Nadu Steno-typists Service—Sanction of increments to the Personal Clerks who have not acquired the qualification in Tamil Shorthand by Lower Grade till 31-7-84—Orders issued. August 17, No. 283 (Ms.)

Tamil Nadu Steno-typist Service—Assistants who have completed five years of services as on 1-8-92—Advancement to Assistant Section Officer. Grade Assistant Post—Orders issued. September 7, No. 305 (Ms.)

Tamil Nadu Steno-typists Service—OA No. 3938/90—Filed by Thiru N. Shanmugasundaram and others with a prayer to fix their seniority in the category of Junior Assistant (now Assistant) writing their date of appointment as Assistant by conversion—Application dismissed—Papers recorded. September 28, No. 329 (Ms.)

Tamil Nadu Steno-typists Service—Typists and Personal Clerks—Advancement to new post of Seninor Typists and Senior Personal Clerks—Procedure—Modified. November 2, No 357 (Ms.)

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Tamil Nadu Steno-typists Service—Record Clerks/Officer Assistants—Eligible for appointment as Typist by transfer—List of candidates selected for appointment as Typtsts—Orders issued. December 1, No. 381 (Ms.)

Tamil Nadu Steno-typist Service—Selection Grade Typists/Personal Clerks—Advancement to new post of Senior Typist and Senior Personal Clerks—Creation of additional posts and allotment to Departments of Secretariat—Ordered. December 3 No. 385 (Ms.)

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Compulsory Retirement under FR. 56 (2) Reconstitution of review Committee to review the cases of 'C, and 'D, group Officers in the department of Ex-Servicemen's Welfare under the administrative control of public Department—Orders issued. May 7, No. 155 (Ms.)

Compulsory Retirement under FR 56 (2)—Reconstitution of review Committee to review cases of Group 'C, and 'D, Officers in the Survey and Settlement Department under administrative control of Revenue Department—Orders issued. May 7, No. 156 (Ms.)

Compulsory Retirement under FR 56 (2)—Reconstitution of review Committee to review the cases of 'C, and 'D, Officers in the Police Department under the administrative control of Home Deparment—Orders issued. May 20, No. 171 (Ms.)

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